

Co-Instructor Qualifications & Responsibilities
For DHS-Sponsored, Standardized
Child Passenger Safety (CPS) Training

Host Agency/Course Administrator - Lead Instructor - Instructor Mentor - Co-Instructor

I. Course Requirements - Host Agency will coordinate or provide:

- A designated Course Administrator from the Host Agency (cannot be the Lead Instructor)
- At least two full time CPS Instructors (DHS will pay for 1 instructor per 10 participants)
- A designated CPS Instructor Mentor for any CPS Instructor Candidates
- Minimum class size of 10 participants (registered with SAFE KIDS)
- At least half participant spaces available for open registration
- A participant fee limited to \$250 (*excluding \$60 Safe Kids Certification Fee*)
- Access to training equipment needed for the course (*Ask about: CPS Training Trailers*)
- Community Service Agreement to be completed by participant and employer
- Community service opportunities for new technicians subsequent to the training

II. CPS Instructor Qualifications	Lead Instructor	Instructor Mentor	Co-Instructor
• Current National CPS Instructor Certification	✓	✓	✓
• Minimum # Years National CPS Instructor Certification held	2	2	0
• Minimum # NHTSA Standardized Courses taught	5	5	0
• Strong technical knowledge of issues in CPS course curriculum	✓	✓	✓
• Recent and frequent experience installing/checking car seats	✓	✓	✓
• Able to demonstrate CRS installation in various vehicles	✓	✓	✓
• Engage in activities to maintain CPS skills and knowledge	✓	✓	✓
• Proven presentation and interactive teaching skills	✓	✓	✓
• References available to verify CPS knowledge and experience	✓	✓	✓
• Attended a CPS Technician Refresher Course in past 2 years	✓	✓	✓
• National SAFE KIDS Lead Instructor (Recommended)	✓	✓	
• Able to objectively assess and provide feedback to others	✓	✓	
• Able to coordinate and manage work groups/ instructor team	✓		

III. CPS Co-Instructor Responsibilities

*CPS Instructors are certified by National Safe Kids to conduct the National Standardized Child Passenger Safety Training Program Curriculum. Please follow current policies and procedures found at the [**SAFE KIDS CPS Certification**](#) web site. Policies and Procedures found in that manual are updated frequently.*

A) Before Class

- ☐ Review entire curriculum content.
- ☐ Prepare for presentation of assigned lecture or hands-on sections.
- ☐ Be prepared to instruct and discuss any sections or modules if assistance is needed.
- ☐ Assist other Instructor team members with audio/visuals, equipment set up or hands-on preparation as needed.
- ☐ Review list of class participant applications.
- ☐ Contact Lead Instructor for pre-class logistical information.
- ☐ Assist with any workshop logistical details preparation if assigned.
- ☐ Participate in mandatory pre-course instructor team meeting.

B) During Class

- ☐ Present all assigned lecture sections or modules, hands-on activities, and assist with coordination of logistics.
- ☐ Assist other Instructor team members with audio visual presentations, equipment set-up or hands-on preparation as needed.
- ☐ Attend all classroom lectures and hands-on activities.
- ☐ Sign off on CRD checkup forms at course checkup event.
- ☐ Participate in each day's briefing/next day planning meeting.

C) After Class

- ☐ Review and record course evaluations, written and skills test scores with Instructor team.
- ☐ Review checkup event data with Instructor team members.
- ☐ Send course materials c/o Ms. Semyrra Hines at DHS:
 - ✓ Invoice
 - ✓ DHS Instructor Team Summary & Evaluation Form